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Office of the Dean  
School of Medicine  
SOM-DPM-002-03  
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MEMORANDUM FOR FACULTY, STAFF, AND MEDICAL STUDENTS

SUBJECT: Student Evaluation of the Curriculum

**A. Purpose.** This memorandum establishes policy and procedures concerning the development, administration, and analysis of materials used by medical students to evaluate the curriculum in undergraduate medical education.

**B. Applicability.** This memorandum applies to the required courses and clerkships of the undergraduate medical education program of the School of Medicine (SOM).

**C. Policy.**

1. To ensure the quality of the undergraduate medical education program, and in compliance with accreditation standards, medical schools must evaluate educational program effectiveness. The objectives, content, and methods of pedagogy utilized for each segment of the curriculum must be subjected to systematic evaluation. A thorough assessment of program quality necessitates the use of multiple measures, to include student evaluations of their instruction.

2. The Dean has responsibility for ensuring that policies and procedures are in place for the systematic assessment of educational program effectiveness. These policies and procedures are designed to meet institutional needs for program evaluation and to fulfill the requirements set by accrediting authorities. Course/clerkship leadership has responsibility for evaluation of the curriculum they design and provide to medical students. As a part of this responsibility, they develop tools for students to assess the course/clerkship and ensure that students complete the assessment in a timely manner. The Executive Committee on Curriculum has responsibility for annual review of data derived from student assessment of the curriculum to determine how well the medical school is fulfilling its educational objectives, to assess the need for program improvement, and to ensure compliance with accreditation standards.

3. The faculty and administration of the medical school must remain sensitive to the use of student time. Thus, while student evaluation of the curriculum is considered a valuable source of information, attention must be given to ensuring that the assessment tools used to collect these data are concise and limited in length of time required for completion.

c. Consults with academic departments to determine the best means of administering and tracking completion of course/clerkship assessments.

d. Establishes and maintains, in collaboration with the academic departments, the resources for standard method(s) of administering course/clerkship assessments.

4. Dean:

a. Ensures policies and procedures are in place.

b. Reviews the annual ECC report on student assessment of the curriculum.



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